

# HOW TO WRITE INVITATIONS & REPLIES

**A QUESTION CARRYING  
5 MARKS IN AISSCE**

# KINDS OF INVITATION

INVITATION IS A KIND OF PERSONAL NOTICE SENT INDIVIDUALLY TO PEOPLE

TWO KINDS

```
graph TD; A[TWO KINDS] --> B[FORMAL]; A --> C[INFORMAL]; B --> D[CARD FORM]; B --> E[LETTER FORM]; B --> F[A FIXED FORMAT]; B --> G[HAND WRITING]; C --> H[IN]; C --> I[FREE];
```

**FORMAL**

**CARD FORM**

**LETTER FORM**

**LETTER FORM**

**A FIXED FORMAT**

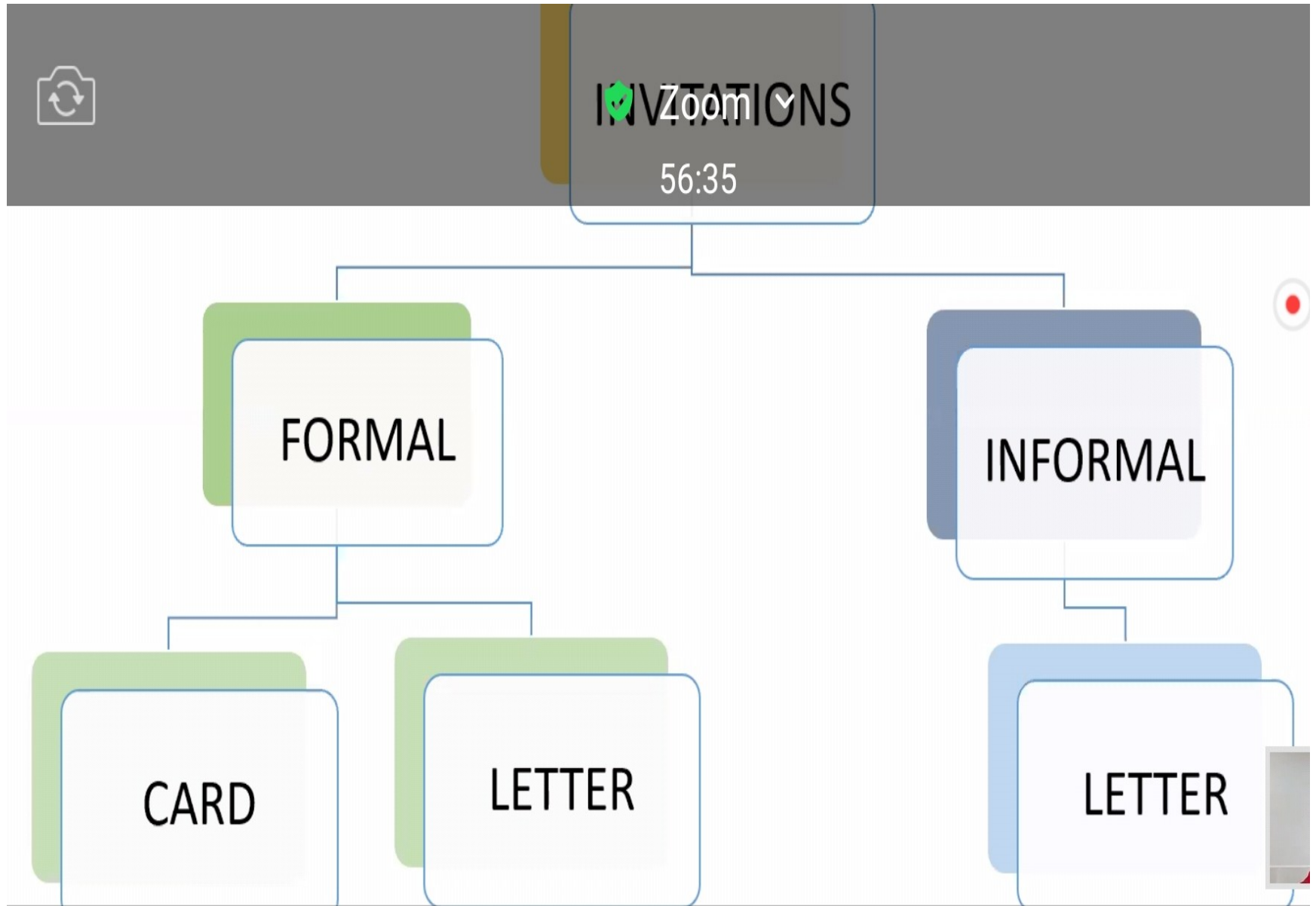
**HAND WRITING**

**INFORMAL**

**IN**

**FREE**

# KINDS OF INVITATION



# FORMAL INVITATIONS

Card is a formal way of inviting people because it is addressed in a fixed format

It can be given to a person in a department having a designation with proper salutations

Cards can also be given to a group of persons like relatives, friends, colleagues etc to attend some particular function or an occasion such as engagement, marriage, birthday, death anniversary or

### Formal Invitation (card form)

Name/ designation  
of organiser/host

---

Name of occasion

---

date, Time, place of  
occasion

---

R.S.V.P

Name and address  
of organiser  
Contact No.

\* **Full Mark-4**

- **Format-1**
- **Content-2**
- **Accuracy-1**
- **Word Limit-50**

• **Written in third person.**

• ***(R.S.V.P.-***

• ***Repondez s'il  
vous plait- please  
reply***

# Rules for preparing invitation cards

1. Starts from the name or designation of the host.
2. Followed by the occasion and then day, date, time, venue in the given order.
3. Name of the chief organizer with R.S.V.P on the left hand bottom corner of the card.
4. Use of only third person (he, she, they)
5. If a VIP is invited, then the name of the VIP should appear prominently.
6. An attractive design can be given to the card by proper and sequential placements of different details, a variety of fonts, use of small and capital letters etc. as per the rules given
7. No place for personal feelings

# EXAMPLES OF CARDS

- Question 1

You are M.K.khanna of 101, Kailash colony, New Delhi. Draft an invitation card for your daughter Aditi's marriage.

## Question 2

You are the Principal of Apex Public school, Bengaluru. Draft an invitation for the annual function of the school.

# EXAMPLES OF CARDS

## Marriage Invitation card

Mrs. And Mr. N.K.Khanna request the pleasure of your benign presence  
on the occasion of the marriage of their daughter

Aditi

with

Mehul

(s/o Mr. & Mrs. Rajeev Arora, Chandigarh)

On 20<sup>th</sup> of October 20XX at 10 am

at

**HOTEL VIKRAM, Lajpat Nagar, New Delhi**

***R.S.V.P***

**N.K.Khanna**

**Mob 9812115230**

***101, Kailash Colony, New Delhi***



# EXAMPLES OF CARDS

*Invitation card for attending annual function*

The Principal, Staff and the students  
of

Apex Public School, Bengaluru  
request your benign presence on the auspicious occasion of

**THE ANNUAL FUNCTION**  
**of the school on 24 November, 20xx at 10 a.m**

**Mr. PARESH RAWAL, Eminent Cine Star**  
**will be the Chief Guest and will give away the prizes to the**  
**students**

**R.S.V.P**  
**The Principal**  
**Apex Public School, Bengaluru**  
**Mob no 9851234651**

# FORMAT OF FORMAL LETTER

**Address of the sender**

Date

Recipient's name

Recipient's address

Subject-

**Salutation**

**Content of invitation**  
\_\_\_\_\_

**Complimentary close.**

**Sender's name and designation**

# **RULES FOR FORMAL LETTER FORM**

- 1. Starts from the sender's address at the left hand**
- 2. Followed by date**
- 3. Followed by receiver's name and address**
- 4. Followed by subject**
- 5. Then salutation**
- 6. Event/ occasion with date ,time, venue to be mentioned**
- 7. Followed by subscription**
- 8. At last sender's name and designation**

# EXAMPLES OF FORMAL LETTER WRITING

## QUESTION-3

On 30<sup>th</sup> November your school is going to hold its Annual Sports Day. You want Mr. Dhanraj Pillai, a noted hockey player, to give away the prizes to the budding sports persons of the school. Write a formal invitation in about 50 words requesting him to grace the occasion. You are Kavita/Kartik, Sports Secretary, Sunrise Global School, Agra

# SAMPLE ANSWER

**Sunrise Global School  
Near Delhi Gate  
Agra  
15 November 20xx**

**Mr. Dhanraj Pillai  
New Delhi**

**Sub- invitation for the school Annual Sports Day**

**Respected Sir**

**We shall be obliged if you could spare some time from your busy schedule to be the Chief Guest at our school's Annual Sports Day to be held on 30 November**

**, 20XX at 2.pm onwards at the school's sports field.**

**Kindly confirm your acceptance by 23<sup>rd</sup> November and obliged**

**Yours sincerely**

**Kartik**

**(Sports Secretary)**

# EXAMPLES OF FORMAL LETTER WRITING

## Question-4

Invite a person of repute as judge for an inter-school One-Act-Play competition. Invent necessary details(word limit-50)

# SAMPLE ANSWER

**St. Mary Public School  
Rajnagar-D Pocket  
Alwar  
15 October 20xx**

**Mr. Inder Sudama  
M.P. Alwar**

**Sub- invitation for judging Inter-School one-act-play competition  
Respected Sir**

**We shall consider it a great honour if you could spare some time from your busy schedule to be the Chief Judge for our Silver Jubilee Inter-School One-Act Play competition “Rangmanch 20xx” to be held on 5 November, 20xx at 2.pm onwards in the school auditorium.**

**Kindly confirm your acceptance by 20<sup>th</sup> October and obliged  
Yours sincerely  
Kabita Singh  
(Vice Principal)**

# INFORMAL LETTER

Informal letters are written in free hand style giving expression to personal feelings and sentiments also.

It is written to known and intimate persons like relatives, friends, colleagues etc to attend some particular function or an occasion such as engagement, marriage, birthday, death anniversary or public function.

Format is same as official letter or formal invitation without receiver's address subject and Sender's designation.



# FORMAT OF INFORMAL LETTER

# Address of the sender

# Date

# Salutation

## Content of invitation

occasion, day ,date, time and venue.

# Subscription

# Sender's name

# EXAMPLES OF INFORMAL LETTER WRITING

- Question -5

You are Sooraj Dwivedi. Your friend Manav from Mumbai is staying in a paying guest accommodation . Invite him to join Diwali celebrations with you at your residence.

# SAMPLE ANSWER

417/2, Block B-1

New Delhi

11 November 20XX

Dear Manav

You know that Diwali is approaching. It gives me great pleasure to invite you to Diwali celebrations at my residence. We shall have great fun.

Do join us for the “Puja” and Diwali celebrations

Yours affectionately

Sooraj

# EXAMPLES OF INFORMAL LETTER WRITING

## Question-6

You are Mr. Manoj Ku. Khanna of 101, Kailash colony, New Delhi. Draft an invitation letter to one of your close friends for your daughter Aditi's marriage.

# SAMPLE ANSWER

101, Kailash Colony

New Delhi

2 October, 20XX

Dear Vipin

you will be glad to know that Aditi's wedding has been fixed and the big occasion will take place on 20<sup>th</sup> of October 20XX at Hotel Vikram, Lajpat Nagar.

We look forward to your presence along with your family at the wedding.

Rest when we meet

Your affectionately

Manoj and Mita



Help Nimita Agarwal to write an invite for her friends to her house warming ceremony...

83 Satya Nagar  
Bhubaneswar-13  
October 13, 2020

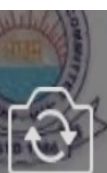
1 Marie

I am 2 a house warming ceremony 3 my new house 4 Nayapalli,  
Bhubaneswar 5 20 October 2020 6 5 Pm. I 7 glad if you come 8  
your family. We 9 good fun

Looking forward to 10 with you.

Yours lovingly

Nimita



Help Nimita Agarwal to write an invite for her friends to her house warming ceremony...

01:01:14

83 Satya Nagar

Bhubaneswar-13

October 13, 2020

## INVITATIONS INFORMAL (LETTER FORMAT)

1 Dear Marie

I am 2 organizing a house warming ceremony 3 in my new house 4 at Nayapalli, Bhubaneswar 5 on 20 October 2020 6 at 5 Pm. I 7 will be glad if you come 8 with your family. We 9 will be having fun good fun

Looking forward to 10 spending good time with you.

Yours lovingly

Nimita



# **WRITING REPLY TO INVITATION**

## **Purpose of a reply-**

it is essential to appreciate the host's feelings and to let the host know whether you are attending the function or not. This helps him/her to make arrangements accordingly.

## **Kinds/types of reply-two**

- 1. Formal**
- 2. Informal**



# CHARACTERISTICS OF A REPLY

Four Characteristics of a reply

In a reply the sender

- 1. must acknowledge the invitation by expressing thanks**
- 2. Must give a brief reference of the occasion for which invitation had been given(kind of occasion, date and venue)**
- 3. Must mention whether the invitation has been accepted or refused (reason in case of a refusal)**
- 4. Must end with best wishes or greetings especially in case of refusal.**

# SAMPLES OF FORMAL REPLIES

Use of third person narration is essential along with other characteristics.

Accepting the invitation (Formal)

**Mr. Vipin thanks Mr. and Mrs**

**M.K.Khanna for their kind invitation to their daughter Aditi's marriage on 20<sup>th</sup> of October 20XX at 10 a.m and has a great pleasure in accepting it and confirms his presence at the venue at the scheduled time.**

# **SAMPLES OF FORMAL REPLIES**

Declining the invitation (Formal)

**Mr. Vipin thanks Mr. and Mrs**

**M.K.Khanna for their kind invitation to their daughter Aditi's marriage on 20<sup>th</sup> of October 20XX at 10 a.m but regrets his inability to attend the function due to a prior engagement. He wishes Aditi a happy married life**

# **CHARACTERISTICS OF INFORMAL REPLIES**

- **No use of 3<sup>rd</sup> person narration**
- **Is written in 1<sup>st</sup> and 2<sup>nd</sup> persons**
- **Format is same as formal invitation without**
  - **receiver's address subject and designation. In other words similar to the format of informal invitation.**
- **Can be written with a free style without maintaining any formality**
- **Personal sentiments and emotions can be expressed.**

# **SAMPLES OF INFORMAL REPLIES**

## **Accepting the invitation**

**21, Professor's Colony**

**Coimbatore**

**15 October 20XX**

**Dear Manoj and Bhabhiji**

**I am pleasantly surprised to receive your invitation for Aditi's wedding. Has she grown so big ? I still remember her as the little girl with two ponytails in a pink dress, eating chocolates.**

**Well, it is really a big occasion for me. I'll be delighted to join the celebration and bless the newly-wed couple.**

**And yes, as requested the whole family is coming too**

**Yours**

**Vipin**

# **SAMPLES OF INFORMAL REPLIES**

## **Declining the invitation**

**21, Professor's Colony**

**Coimbatore**

**15 October 20XX**

**Dear Manoj and Bhabhiji**

**I am pleasantly surprised to receive your invitation for Aditi's wedding. Has she grown so big ? I still remember her as the little girl with two ponytails in a pink dress, eating chocolates.**

**Well, it is really a big occasion for me. I would have loved to join the auspicious occasion but my father is in hospital. He had a surgery last week and he needs constant care.**

**I really feel sorry not to be able to attend the function.**

**Best wishes and blessings for Aditi**

**yours**

**Vipin**

# THANK YOU

**PREPARED BY  
MRS KALYANI PANDA  
PGT, ENGLISH  
DAV PUBLIC SCHOOL,  
CHANDRASEKHARPUR**